



C. Earl Hunter, Commissioner

Promoting and protecting the health of the public and the environment.

MEMO

To: All South Carolina Licensed Providers
From: Henry P. Lewis, State EMS Coordinator
Division of EMS and Trauma
Date: February 6, 2012

RE: Self Inspection

Effective February 6, 2012 the South Carolina Department of Health and Environmental Control, Division of EMS and Trauma, will re-instate statewide use of the Self Inspection form (SIF) for EMS providers. Agencies attempting to place a new unit into service are encouraged to plan ahead and provide notice of need for inspection at least a week in advance. This notice will help the compliance staff perform a physical inspection versus utilization of the will the SIF. The Department reserves the right to deny self inspection privilege on a case by case basis or based on past compliance history.

The following procedure must be followed for utilization of the SIF to take place:

1. The Agency shall enter the unit into the Credentialing Information System (CIS) <https://apps.emspic.org/CIS/Go>. All data fields shall be filled in correctly, to include the license plate number or temporary registration plate number. You must select "Self Inspection Form" under the "Vehicle Status" option. Do not check the "Non-permitted" box as this is only intended for vehicles that do not require a permit such as QRVs, ATVs, etc.
2. Upon completion of step one, contact this office at (803) 545-4204 and request to speak to a member of the compliance staff (contact information below). The compliance staff will determine if a physical inspection can be completed in lieu of the SIF. Only after it is determined that physical inspection cannot be accomplished in an acceptable timeframe will the SIF be granted.
3. The SIF can be downloaded at the SC DHEC EMS website <http://www.scdhec.gov/health/ems/resources.htm>. Once downloaded and completed the SIF must be faxed or emailed to the compliance staff member who granted authorization as stated in step 2.

4. The agency will then receive confirmation from the compliance staff member that the self inspection form was received and, if approved, a temporary permit will be issued. The temporary permit will be valid for sixty (60) days during which time a copy of the self inspection form must be maintained on the unit at all times.
5. The agency will coordinate with their area inspector to schedule the physical inspection for the unit prior to expiration of the temporary permit.

It is important to note that completion of the SIF does not constitute authorization from the Department. Only Department staff can issue a permit through CIS and failure to receive authorization or permitting prior to placing a unit into service will result in enforcement action by the Department. This means that should an agency complete a SIF form and place an ambulance into service without authorization from the Department it will be considered utilizing an unpermitted ambulance.

It is also important to understand that if a self inspected unit has any point deductions during the physical inspection the unit will be placed **Out-of-Service** and scheduled for another permitting inspection. The Self Inspection form constitutes an initial inspection and the physical inspection is considered to be a re-inspection. Therefore the agency shall be subject to monetary penalties for points lost during re-inspection in accordance with Regulation 61-7, Section 401.C. (1) and may lose their privilege to conduct self inspections for a period of time, no less than 6 months.

For further questions, please contact a member of the compliance staff.

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